



# YEAR 10 WORK EXPERIENCE

Information Booklet 2023-2024



# INTRODUCTION

All Year 10 students undertake a week of work experience. This year's Year 10 students will do their work experience during the summer term from Monday 3 to Friday 7 June 2024.

Preparing our students for life after Beaumont is a central part of what we aim to do as a school. During their school career your child will have been involved in activities such as Year 7 work shadowing, Personal Development Days and, if entering Sixth Form, students will undertake work shadowing in Year 12 and experience a mock Assessment Centre in Year 13.

In Year 10, they may have been offered an appointment with the Hertfordshire Services for Young People (HSfYP) personal adviser about their post 16 education/career options. Work experience in Year 10 recognises the students' increasing maturity and that they may be starting to think about future careers.

Feedback from work experience from both students and employers is overwhelmingly positive each year with nine out of ten students saying that they had enjoyed their week, and 80% of students feeling that they had learned about what it is like to be employed and that they had increased in confidence, become more independent and learnt new skills.

Students will be briefed fully in school as to what they need to do to ensure they have a work experience placement, and that they are ready to make the most of this opportunity. This booklet aims to help you support your child and ensure they are on the right track.

The system of work experience placements is coordinated by HSfYP. Within school, the programme is the responsibility of Mr Cross (Assistant Headteacher/Careers Lead) and administered by Mrs Rider.

HSfYP arrange a bank of placements for us which they have checked for health and safety, insurances and the quality of work experience offered. In common with many schools in the county, Beaumont subscribes to this service and our students can therefore select placements from this list via HSfYP's online system called LINK2+. HSfYP is also responsible for processing placements organised by parents/carers/students themselves, which are subject to the same health and safety checks and requirements as those on their own list.

# IT IS YOUR CHOICE AS TO WHETHER YOU OPT FOR A LINK2+ PLACEMENT.....

## **A LINK2+ placement selected online from the database can be accessed from Friday 26 January 2024**

The **LINK2+** database will go live for students to access on Friday 26 January 2024. The LINK2+ system enables students to select placements, which they would be happy to be allocated. For those students who have submitted their ranked preferences, an automatic allocation then takes place. Time will be allocated in school for students to use computer rooms to look at the LINK2+ website but you are strongly recommended to spend time at home looking at the placements available and deciding which to apply for.

Before this, students will be briefed on how to access LINK2+, and will be given an individual PIN, login details and a set of written instructions as to how to access the system. They will be asked to choose between three and six placements, which they would be happy to be allocated. We encourage them to discuss the choices with parents/carers before finalising their selections and entering them on the system. They will be able to see the type of company and the postcode indicating where the placement is located, together with the details of what the work placement will involve.

Please ensure you advise your child to:

- check where the placement postcodes are to make sure they are selecting placements they can get to. There is a link to a map for each placement within LINK2+
- make sure you make three (minimum) to six (maximum) selections and rank them in order of preference
- do not press 'submit' until you are happy with your selections. Your preferences are saved as you go along so even if you come out of the website part way through choosing, the ones you have already selected will be saved. If you press 'submit' before you meant to, or decide you want to change your selections once you have pressed 'submit' you will have to see Mrs Rider and ask for your choices to be 'unlocked'.

We will start running the automatic allocation process for the first time on the morning of Monday 12 February 2024 and hopefully the majority of students who have submitted their choices will be allocated one of their preferred placements.

Those who are not allocated a placement will be asked to make further selections from the placements still available on the LINK2+ system, or they may choose to go and organise a private placement at this stage. After this initial allocation run, the process will be repeated regularly so that anyone who submits their choices will be told if they have been successful in gaining a place of their choice.

The automatic allocation of placements is completely random and, apart from the priority number the student has given their choices, it bears no reference to when they applied. All students who give a placement priority one are put in the computer's "hat" and one is drawn at random. This way, all students are given a fair chance. Please bear in mind, however, the longer they leave it to submit their choices; the fewer places there are available from which to choose.

# ..... OR A PRIVATE PLACEMENT?

**A private placement which you/your child organise yourself either through an existing contact, or by approaching a company who does the sort of work in which your child is interested (known as a 'private placement').**

If you wish to arrange a **private placement**, you need to:

Ensure the workplace you want to go to is happy to have you, and can fulfil the following requirements:

- the company has up to date employer and public liability insurance cover up to £5m
- they will provide you with the opportunity to develop knowledge, skills and attitudes
- they are prepared to be assessed in terms of risks to young people and offer equal opportunities
- they will offer gives a meaningful and realistic insight into working life, can offer adequate supervision and support

If the placement is based in a private home, is high risk, or is in the construction industry we will need to get additional advice from HSfYP as to the suitability. This is also the case for placements with a mobile worker who has no fixed base or with one person who works alone. You are free to choose where, geographically, your child's placement is. If you want to arrange one where they will need to stay away from home we can ensure, through HSfYP, that the placement itself is checked for health and safety, but you will be responsible for arranging and ensuring that you are happy with all other aspects of your child's week (accommodation, travel, welfare etc). We are unable to arrange the necessary checks on any work places outside England. Once arranged, please:

- complete the student section of the Private Placement form. The form is available from Reception or from the school website [here](#).
- give the form to your contact at the company for completion. Please ensure they complete all details on the form including the insurance details and that they are aware HSfYP may need to visit them to check their health and safety. The form will be returned for completion if these details are missing
- it is also very important that you check with them whether they have offered HSfYP any other placements for the same week or to another student requesting a private placement. If they have done so you need to check they are happy to have your child as well
- return the completed Private Placement form to Mrs Rider. We need forms by Friday 15 March 2024 for placements outside Hertfordshire and Friday 29 March 2024 if within Hertfordshire.

If arranging a placement in London, you need to get the form to us urgently as agencies in London are busy and take longer to process our placements for health and safety. HSfYP then arranges the health and safety checks needed in order to ensure the work placement is appropriate. For placements outside Hertfordshire, HSfYP 'contracts out' these checks. Once these details have been approved, the placement can be confirmed.



# PAYMENT

Work experience costs are heavily subsidised by the school. However, unfortunately, we are unable to meet the full costs from our own funds.



## LINK2+

Beaumont School commissions HSfYP to carry out individual Health and Safety risk assessments for each placement.

We ask for a voluntary contribution of £20 per student towards the cost of the LINK2+ placement health and safety check.

Our preferred method of payment is the online payment system MCaS which can be accessed in the section 'Beaumont School Shop' via the quick link on the Beaumont School [website](#).

Please ensure you pay the correct amount pertaining to your child's placement (there will be several options). Please contact the Finance Department if there are issues with payment.

## AT A GLANCE

<b>Link2+</b>	<b>20.00</b>
<b>Private Placement within Hertfordshire</b>	<b>20.00</b>
<b>Private Placement outside Hertfordshire</b>	<b>30.00</b>
<b>Private Placement in London</b>	<b>35.00</b>

## PRIVATE PLACEMENT

For placements within Hertfordshire, we ask for a voluntary contribution of £20 per student towards the cost of the health and safety check.

For placements outside Hertfordshire, however, HSfYP makes an additional charge to the school to which we ask to contribute £30 for processing the placement. If the placement is in London, the cost increases to £35.

Our preferred method of payment is the online payment system MCaS which can be accessed in the section 'Beaumont School Shop' via the quick link on the Beaumont School [website](#).

Please ensure you pay the correct amount pertaining to your child's placement (there will be several options).

Please contact the Finance Department if there are issues with payment.

We cannot guarantee to process late applications, but, if HSfYP does permit us to accept them, they will incur a further additional charge which we will pass on you.

# WHICH? LINK2+ OR PRIVATE PLACEMENT?

Each year approximately half our students choose placements from the LINK2+ system, and half arrange their private placements.

Whilst you are free to make your choice of placement from those available on LINK2+, we would encourage you to seriously consider organising a private placement because:

- you will be able to choose a relevant type of experience, and have that place secured for your own child. Those selecting from LINK2+ will be 'in competition' with others for the same places and cannot be sure they will be allocated the placement they particularly want, especially if it is a popular choice
- personal links with a company often tend to lead to a particularly high quality experience for the student
- there will be insufficient numbers of placements on the LINK2+ system for all students to be allocated a place from here and the range of offers is limited
- you can start arranging a private placement now whereas the LINK2+ system will not be open until Friday 26 January 2024. If you wait until you can choose from the LINK2+ placements and then do not find one that you want, time will be a little short for arranging an alternative private placement.

Whilst we do not know exactly what placements will be available on LINK2+ until the system goes live, it is unlikely that there will be many placements in the legal/science/IT/architecture/marketing/financial/medical and similar sectors so, if your child is interested in these areas, you are advised to start trying to organise a private placement now.



Work Experience Private Placement Request 2024		Services for Young People	
Please complete in BLOCK CAPITALS and return to the student / Beaumont School			
<b>Student details</b>			
Student name	Form	Year	10
School	Beaumont School, St Albans	Work Experience dates	Monday 9 - Friday 7 June 2024
<b>Placement details - Company</b>			
Company name			
Company address			
Postcode			
Telephone			
Email address			
<b>Placement details - job information</b>			
Student's job title			
Brief job description			
<b>Placement details - contact details of person agreeing to placement</b>			
Name		Position	
Telephone/Mobile		Email	
<b>Placement details - person to contact (if different to above)</b>			
Name		Position	
Telephone/Mobile		Email	
<b>Placement details - supervisor during work experience</b>			
Name		Position	
Telephone/Mobile		Email	
<b>Placement details - information for student</b>			
Working hours		Clothing arrangements	
Meal arrangements		Travel arrangements	
Pre placement interview required?		Yes / No	
Interview notes			
For an extended Work Experience Placement - does the person responsible for the student agree to complete a DBS check required by the learning provider? Yes / No			
Employers offering Work Experience must agree to undergo a Health & Safety check carried out on behalf of the learning provider, by the Beaumont County Council Services for Young People or an alternative approved agency. The assessment will cover Health & Safety in the workplace, insurance and other matters. It is conducted with Department of Education & Skills requirements.			
<b>Employers Liability Insurance &amp; Public Liability Insurance cover are legal requirements for Work Experience</b>			
Employers Liability Insurance Provider			
Policy number	Expiry date		
Public Liability Insurance Provider			
Policy number	Expiry date		
Confirmation of a work placement offer for the above dates			
This section must be completed and signed by a company manager or supervisor			
Authorised by		Position	
Print name		Date	

# WHAT HAPPENS NEXT?

You will have received a link to a Google Form requesting your child's emergency contacts and any medical information that you deem necessary to pass on. We will pass the confidential information supplied on the Google Form to your child's employer (once agreed by you) so please ensure the information is complete and accurate.

We need to have the up-to-date contact and medical information so we can advise your child's 'employer' and ensure your child is safe whilst on their premises. In addition, we can be sure that all the relevant safeguards and insurances for your child are in place whilst they are on placement. Every year we spend a considerable amount of time chasing late forms; please do make every effort to complete the Google Form and any subsequent information without delay.

Shortly before the LINK2+ goes live, your child will be briefed and be given their login details so that if they want to do a LINK2+ placement, they can make their selections from the website. Once your child has a specific placement organised you will receive confirmation from us.

## Placement Details Job Description

In particular, please check what requirement the employer has in relation to meeting your child before the work experience begins. All students should contact their employer two to three weeks prior to the placement week (or earlier if the employer requires this) in order to:

- introduce themselves if necessary
- confirm the arrangements for the placement, and
- check whether an 'interview' is needed

In some cases the employer has specific requirements which your child will need to meet, eg, visit to meet colleagues, arrange uniform etc. It is also important that the student, not the parent contact the employer.



**PLEASE ENSURE ALL  
FORMS ARE SIGNED AND  
RETURNED TO SCHOOL AS  
SOON AS POSSIBLE  
THANK YOU**

## Parent/Student Agreement

You will receive one copy of the Parent/Student Agreement. Both you and your child need to sign the Parent/Student Agreement Form and return it to school as soon as possible.

Once we have received this in school we will confirm to the employer that the placement will go ahead.

**We do not confirm that your child is taking the placement until we have received this signed form so please do not delay returning it.**

In the weeks running up to work experience week, your child will have further sessions related to their placement during tutor time and in PSHCEE lessons. During these sessions, they will:

- produce a CV and covering letter which will be sent to their placement supervisor, and
- receive a Work Placement Diary which they should use in preparation for and during their week at work. Please remind them to read this before starting their placement, to complete all relevant parts, and to remember to take it with them to their placement as there are sections in it about safety in the workplace
- there is also a diary section for students to complete which can record useful information for future job applications and interviews and act as a reminder when uploading information to their Unifrog account.

# DURING WORK EXPERIENCE

Your child should attend work experience for the whole week, during the hours stated on their Placement Details unless they need to be absent for:

- illness
- other pre-agreed reasons

In all cases, you must advise both the school and your child's placement if they are to be absent from work experience for any reason. If your child is held up on the way to their placement (eg, transport delays) they should also ring their placement to advise them that they are running late.

Please ensure that you are always contactable on the mobile numbers you have given us in case there is an emergency. This is particularly important if your child is working outside normal office hours eg, evening/weekend, as you will need to be the first point of contact for an employer should any problem arise.

There will, however, also be an emergency contact mobile number available to employers, which will be held by a member of staff during the week.

If, either you or your child have any concerns about their safety, about things that are being done or said around them, or that they are being asked to do things that either of you feel are not appropriate, then they should raise this with their supervisor and you should inform either Mr Cross or Mrs Rider at school immediately.

In previous years, we have undertaken to visit all students situated in the local area towards the end of the week but we now run a more targeted approach to enable students to receive earlier visits where needed. Students will receive an invitation to complete a Google Form at the end of their second day of work experience, Tuesday 4 June 2024. In completing this, they will have the opportunity to request a visit (or phone call to the placement). Clearly, if there is a concern about a student's work experience that arises on the first day, the school should be contacted (either Mr Cross or Mrs Rider), at the earliest opportunity. Any student where there is an ongoing need for additional pastoral support will also be prioritised in the scheduling of placement visits.

Further information can be found on the work experience page on the school website [here](#).

General information about the work experience programme, including deadlines, which are set as the year progresses, will also be accessible from the work experience page of the website.



# DATES FOR YOUR DIARY

## **Year 10 Work Experience Monday 3 – Friday 7 June 2024**

**Work Experience Information Evening  
Tuesday 5 December 2023**

**LINK2+ system goes live  
Friday 26 January 2024**

**First allocation of LINK2+ placements  
Monday 12 February 2024**

### **Deadlines**

**Private placement outside of Hertfordshire  
Friday 15 March 2024**

**Private placement within Hertfordshire  
Friday 29 March 2024**

**LINK2+ placement  
Tuesday 30 April 2024**